

# Privacy Notice for Public Protection

## Purpose for processing your information

- Administering, enforcing and regulating licences, registrations, permits and related permissions (called “authorisations”) within the remit of the Public Protection service
- Preventing and detecting crime within the Borough of Harrow, particularly anti-social behaviour

## We collect the following information:

Confidential personal information where required by law including names; addresses; dates of birth; contact details; details of qualifications and occupations; nationality; ownership of land, premises or property; previous criminal convictions; bank account and other financial account details; details of family and other relationships where necessary.

This information is only used for the intended purpose but if we intend to use it for any other purpose; we will normally ask you first. In some cases, the Council may use your information for another purpose if it has a legal duty to do so, to provide a complete service to you, to prevent and detect fraud, or if there is a risk of serious harm or threat to life.

## How we collect your information

The majority of information is collected on application forms you submit to us for authorisations where required or allowed by law. We may collect information by postal forms, email, on the telephone or online forms including through [www.gov.uk](http://www.gov.uk). We may obtain information given to us by third parties who may make complaints or referrals to us, such as members of the public or other statutory agencies and authorities.

## Who the information is shared with

Information is shared with other regulatory and enforcement authorities including, but not limited to, other Council services; the police; HM Revenues and Custom; Home Office Immigration; NHS services, and other local authorities when allowed to by law for the purposes of the administration and enforcement of authorizations, and for the purposes of the prevention and detection of crime, public safety, public health, protection of the environment and prevention of fraud.

Certain information about authorisations (including in particular your name and the address of any premises to which an authorisation applies) may be published on a public register on our website when we required to by law. Authorisations that have to be determined by our Councillors will be published in minutes on our website.

## How long do we keep your information?

Information will be generally retained for a period of six years from the expiry of the last authorisation we grant or issue to you.

Some information, for example criminal conviction information relating to an application for an authorisation will be disposed of as soon as the relevant decision has been made in relation to that application.

We will not keep your information relating to an authorisation if you withdraw your application. If we refuse to grant you an application we may keep basic identification details and the reasons for refusal on record for 12 – 18 months from the date of the refusal.

We will keep information about any enforcement action we take for three years from the date of the enforcement action if it is no longer relevant or from the date the enforcement action ceases to be in effect if that is later. Enforcement action means but may not be limited to warnings, requirements, simple cautions, statutory notices, or prosecutions.

## **Your rights and access to your information**

You have the right to request a copy of the information that we hold about you.

The new General Data Protection Regulation also gives you additional rights about the information we hold about you and how we use it, including the right to:

- Withdraw consent and the right to object and restrict further processing of your data; however, this may affect service delivery to you.
- Request to have your data deleted where there is no compelling reason for its continued processing and provided that there are no legitimate grounds for retaining it.
- Request your data to be rectified if it is inaccurate or incomplete
- Have your data transferred or copied should you move to another authority
- Not be subject to automated decision-making including profiling

To submit a Subject Access Request visit our [request](#) page.

## **If you have any concerns**

Please contact us if you would like to know more about the information we hold about you and how we use it contact Richard Le-brun (Head of Public Protection) on [richard.lebrun@harrow.gov.uk](mailto:richard.lebrun@harrow.gov.uk).

You have a right to complain to us if you think we have not complied with our obligation for handling your personal information; please visit our [Compliments and Complaints](#) page.

If you are not satisfied with the Council's response you have a right to complain to the Information Commissioner's Office (ICO). You can [report a concern by visiting the ICO website](#).

## **Automated Decision Making**

We do not carry out any automated decision making.

## **Changes in your circumstances**

You must notify us immediately if there are any changes in your circumstances and personal details so we can maintain an accurate and up to date record of your information.